BUSINESS PROPOSAL

Proposal for: _____. Proposal number: _____. Date: _____. Valid until: _____.

Prepared by ("Provider"): _____, address, email and phone _____.

Prepared for ("Client"): _____, attention _____, address _____.

Type (check one): [ ] services; [ ] products; [ ] bid for construction or contract work; [ ] other. Provider proposes to provide the services, products or work described below (the "Work") to Client on the terms in this proposal.

1. EXECUTIVE SUMMARY

_____

_____

2. THE CLIENT'S NEEDS AND PROPOSED SOLUTION

Client's needs or project description: _____

Proposed solution or approach: _____

For a bid: project location _____; this bid is based on these plans, specifications and addenda (the "Bid Documents"): _____.

Qualifications: _____

3. SCOPE AND TIMELINE

Deliverables (deliverable and description): 1. _____; 2. _____; 3. _____.

Timeline (phase and dates): 1. _____; 2. _____; 3. _____. Dates that depend on Client's approvals, information or access move by the length of any delay in providing them.

4. PRICING

Line items (description, quantity, unit price, amount): 1. _____; 2. _____; 3. _____; 4. _____; 5. _____; 6. _____.

Total (or base bid total): $_____.

This general template is provided for informational purposes only and does not constitute legal advice. Requirements vary by state and locality; review current law and attach any disclosures or addenda your situation requires before signing. For a guided state-specific document, visit lawvault.org.

Taxes (check one): [ ] prices do not include sales, use or similar taxes, and Client pays any that apply; [ ] prices include any such taxes that apply.

For a bid: allowances included in the base bid _____. If the actual cost of an allowance item differs from its allowance, the price is adjusted by the difference in a written change order. Bid security and insurance: _____.

Alternates Client may accept in writing (description and change to the base bid): 1. _____; 2. _____; 3. _____.

5. PAYMENT TERMS

Client will pay (check one): [ ] in full after completion or delivery, within _____ days after invoice; [ ] a deposit of $_____ on acceptance, credited toward the price, with the rest after completion or delivery, within _____ days after invoice; [ ] monthly invoices for work delivered or performed, each due within _____ days; [ ] as follows: _____.

6. ASSUMPTIONS, EXCLUSIONS AND CHANGES

This proposal is based on these assumptions: _____.

The price does not include: _____.

Anything not described in this proposal is not included in the price. A change to the scope, quantities or schedule must be agreed in writing by both parties and may change the price and the schedule.

7. GENERAL TERMS

[ ] Client will keep the pricing and other non-public information in this proposal confidential and use it only to evaluate and carry out this proposal.

If the parties later sign a more detailed written contract for the Work, that contract controls where it conflicts with this proposal. Once both parties sign it, this proposal is the entire agreement about its subject, and it may be changed only in a writing signed by both parties. The law of the State of _____ governs. It may be signed in counterparts and by electronic signature.

Additional terms: _____

8. ACCEPTANCE

This proposal is an offer by Provider. Client may accept it by signing below on or before the valid-until date above; if Client has not signed by the end of that day, the offer expires. Withdrawal (check one): [ ] Provider will not withdraw or change this proposal before that date; [ ] Provider may withdraw or change it by written notice to Client at any time before Client signs it.

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This proposal becomes a binding agreement only when both Provider and Client have signed it. Until then, neither party is bound to go ahead with the Work. Once both sign, its scope, pricing, payment terms and other terms bind both of them. If Client signs after the offer expires, it binds Provider only if Provider confirms in writing that it accepts the late signature.

SIGNATURES

Provider

Signature: _____ Date: _____

Printed Name: _____

Client

Signature: _____ Date: _____

Printed Name: _____

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